

Delta Regional Authority Position Description

JOB TITLE: Senior Accountant (Accountant III)

POSITION SUMMARY:

The Delta Regional Authority (DRA) was created by Congress in the Delta Regional Authority Act of 2000. The Act established a federal awards program designed to improve the life for residents of 252 county/parishes in the Mississippi delta area. To achieve the goals outlined by Congress, DRA partners with Federal agencies, state and local governments, non-profits, and the business community to bring economic development projects to the delta region.

As a member of the accounting team of the Director of Finance and Administration (DOFA) of the Delta Regional Authority (DRA), the Senior Accountant is responsible to carry out the accounting functions of the Authority.

SUPERVISORY CONTROLS:

This position reports directly to the Director of Finance and Administration. The incumbent is relied upon to use initiative and judgment in carrying out assignments, guided by knowledge of Authority policy and mission; duties are performed with a great degree of latitude and independence of action.

SUPERVISION EXERCISED: None.

FLSA STATUS: Exempt

GENERAL JOB DESCRIPTION

The Senior Accountant supports the Director of Finance by preparing financial statements and other reports as well as collect and analyzes financial data, trends, costs, revenues, commitments and obligations to assist management in making informed decisions based on verified and sound financial evidence. The Senior researches accounting rules/regulations and makes recommendations regarding financial policies; takes a lead role in the annual audit/budget, offers strategies, and develop assumptions; and prepare underlying budget v actual results.

KEY COMPETENCIES

Strong work ethic, analytical, problem solving skills, excellent oral & written communication
Microsoft Office Suite; various accounting software
Fund or governmental accounting; budget, payroll, accounts payable, receivable;
Bank reconciliations, inter-fund payables and receivables, payroll, and transfers in and out.

MINOR DUTIES AND RESPONSIBILITIES

Performs a variety of complicated tasks with minimal supervision;
Other duties as assigned by the Director of Finance & Administration

DUTIES AND RESPONSIBILITIES:

Essential functions include, but are not limited to the following:

1. Prepare accurate, timely financial statements in accordance with established schedule;
2. Perform balance sheet, revenue, expense and payroll account reconciliations to ensure accurate reporting and account integrity by agreeing month/YTD amounts to verifiable documentation;
3. Receive, code and pay vendor invoices; prepare monthly/quarterly billings to GSA/USDA and State Assessments;
4. Prepare/design management reports to advise management of budget & obligation status;
5. Analyze financials for discrepancies and conduct monthly general ledger maintenance;
6. Maintain class codes, generate invoices, review, correct, and/or prepare inter-fund entries to balance inter-fund transfer in/out and inter-fund payable/receivable balances;
7. Coordinate/assist DOFA with the annual audit/budget process;
8. Develop assumptions underlying budget, forecasts revenues & expenses;
9. Prepare payroll journals, analyze trends, costs, revenues, commitments, obligations, & de-obligations;
10. Ensure financial statements comply with Generally Accepted Accounting Practices guides;
11. Accrue receivables and payables at year end and other account analyses;
12. Prepare or recommend documented journal entries prior to input into accounting software;
13. Review/approve account coding for payable/receivable/revenue/expense/vendor profile;
14. Verify that documentation exists to support all balance sheet/revenue/and expense accounts.

QUALIFICATIONS:

- Education:** A minimum of a Bachelor's Degree from a four-year accredited college in accounting or a minimum of 21 accounting credit hours.
- Experience:** Four to seven years of experience in an accounting position; knowledge of fund or governmental accounting a plus; familiar with Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) concepts, practices, and procedures;
- Other:** A wide degree of creativity and latitude is allowed; ability to plan, coordinate, and prioritize workflow to meet deadlines; independent and accurate work with attention to details.

WAGE RATE: Salary is based upon education, experience, and the local job market.

PHYSICAL REQUIREMENTS:

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) ability to make accurate observations; (b) communicate effectively with others

- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.
- (4) Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.